
How to Request a Legislative Bond Initiative

**Department of Legislative Services
Office of Policy Analysis
Annapolis, Maryland**

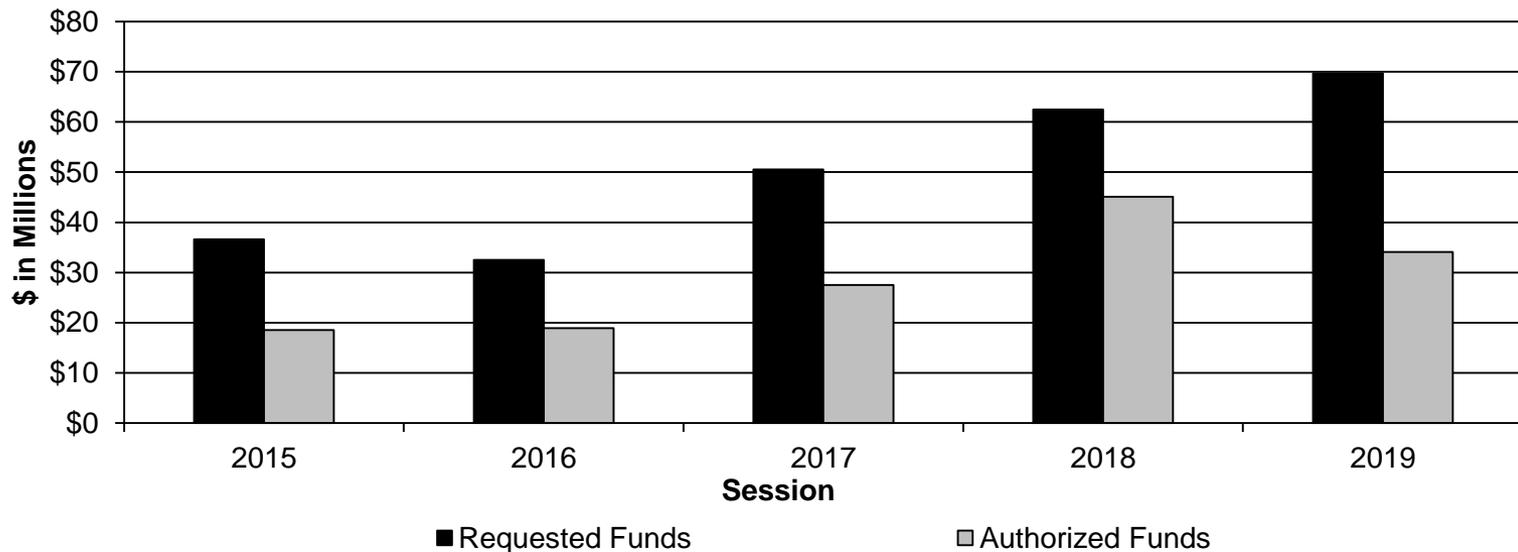
October 16, 2019

What Is a Legislative Bond Initiative?

- Legislative Bond Initiatives (LBI) are bond authorization requests filed by members of the General Assembly of Maryland (GAM) to support specific local or non-State-owned capital projects
- Although not submitted as part of the Governor's capital budget, the authorization to fund an LBI is amended into the State's annual capital budget bill
- The Department of Legislative Services (DLS) reviews LBI requests in accordance with the rules and procedures established by GAM

LBI Funding Constraints

- Capital budget bill passed by GAM typically earmarks a total of \$15 million for LBIs
 - 90% of introduced projects are funded, although only 30% receive full funding
 - Funding typically ranges from \$100,000 to \$250,000



Project Eligibility

- A project must be capital in nature (land and/or structures) and have a 15-year service life
 - *E.g.*, real property acquisition, project planning and design, construction and renovation, certain capital equipment and furnishings
- A project must have a State or local public purpose and may not have a religious/sectarian purpose
 - *E.g.*, community centers, health facilities, historic preservation, museums, sports and recreational facilities
- Grantee must own the property or have a long-term lease of at least 15 years

Project Prioritization

- Project readiness
 - Adequate funding
 - Two-year match certification
 - Encumbrance and expenditures deadlines
- Employment creation/retention
- Matching funds
 - Equal match preferred
 - Match can include cash-in-hand, real property owned by grantee, in-kind contributions, funds expended prior to grant authorization
- Alternative funding sources
 - *See Guidelines for the Submission of Legislative Bond Initiative Requests to the General Assembly of Maryland*
- Delegation support

LBI Process: Initial Request

- Organizations must arrange for legislative sponsorship
- Members must complete and submit an LBI request form to the bill drafting office
- DLS enters the LBI request into the LBI database, and members receive an email acknowledging receipt

LBI Process: Request Form

- Provides information necessary for DLS to prepare an LBI request
 - Grantee legal name
 - Project title
 - Request amount
 - Matching fund type
- Form is available
 - On GAM webpage under the “Budget” tab and “Capital Budget” subtab
 - On members’ floor system

Marvland General Assembly Legislative Bond Initiative Request Form

Project Name: Amount Requested:

Contact Person: Project Location:

Name:

Address:

Phone Number:

Email:

Legal Name of Recipient (If a corporation, please give name exactly as it appears in the Articles of Incorporation as registered with the State Department of Assessments and Taxation):

Legal Status of Recipient (e.g., corporation, local government):

If the recipient is a non-governmental entity, is it governed by:
 Board of Directors Board of Trustees
 Other. If other, please explain:

Address of Project and Recipient (If project and recipient have different address, include both):

Briefly describe the purpose and reason for the project:

Amount of Matching Fund:
 Equal match (this also includes an amount higher than that of the bond requested)
 Unequal match (less than the amount of the bond requested)
Amount of unequal match:
 No match

Type of Matching Fund:
 Money In kind (e.g., donated services)
 Real property Funds expended before June

Does the project or recipient have any religious affiliation or involvement?
 Yes No

Please list the year and bill number of any previous bond bills:

LBI Process: Request Document

- The bill drafting office delivers four copies of the LBI document to members
- Members review the LBI document to ensure that it is consistent with the request
- If changes are needed, including adding sponsors, the member must return all copies to the bill drafting office



2019 Legislative Bond Initiative



The following Legislative Bond Initiative is submitted for the General Assembly's consideration for funding.

Sponsor Delegate Antonio L. Hayes

Synopsis Requesting the creation of a State Debt in the amount of \$250,000, the proceeds to be used as a grant to the Board of Trustees of Maryland Art Place, Inc. for the acquisition, planning, design, construction, repair, renovation, reconstruction, site improvement, and capital equipping of the Maryland Art Place Building, located in Baltimore City.

	<u>Name</u>	<u>Signature</u>
Sponsor	Delegate Antonio L. Hayes	_____
Co-Sponsor	Co-sponsor1	_____
Co-Sponsor	Co-Sponsor2	_____

Instructions: This is an official Legislative Bond Initiative (LBI) document.

Please sign where indicated and obtain the signatures of any cosponsors.

Please note there is a maximum of three sponsors per LBI.

Once all signatures have been obtained, the document can be delivered to the Secretary of the Senate/Chief Clerk for formal introduction.

NOTE: If you need changes made to the LBI document before it is introduced, the changes must be approved and entered into the LBI System by the Department of Legislative Services (DLS). The Secretary of the Senate/Chief Clerk will NOT accept a document for introduction that includes changes not approved by DLS. To have any necessary changes approved, please return all copies to Carol Mihm, in the Amendment Office (Room H-9 in the State House), or deliver to the Bill Drafting Office (Room 110 in the Legislative Services Building).

LBI Process: Introduction

- To introduce the LBI, members deliver all copies of the LBI document to the Secretary of the Senate/Chief Clerk of the House. One copy must be signed by all cosponsors
- Delivered LBIs are “read across the desk” in batches on introductory LBI letters
- Upon introduction, each LBI
 - Populates the current session’s Bond Initiatives Funding report on the Budget tab and Capital subtab of the GAM website
 - Is linked on each sponsor’s bill page

LBI Process: Fact Sheet and Hearing

- Upon introduction, the designated grantee contact receives an automated email containing a link, instructions, and guidelines for completing a web-based LBI Fact Sheet
 - Fact sheets provide information needed by the budget committees to make funding decisions
 - Fact sheets must be submitted before hearings
- Budget committees hold hearings on most LBIs on LBI Saturday in early March
 - Testimony is time limited due to the volume of requests

LBI Process: Tracking

- LBI status can be tracked from the GAM website
- As each LBI is introduced and entered into the proceedings, the *Introduction of Legislative Bond Initiatives Report* (available on the Budget tab and Capital Budget subtab) is populated. This report is also linked to each sponsor's bill page
- LBI Fact Sheets can be accessed and viewed and funding decisions tracked
- Prior session versions of the *Introduction of Legislative Bond Initiatives Report* can be accessed from the General Assembly of Maryland website under the "Publications" tab – search using the "Budget & Fiscal – Capital" classification

LBI Process: Tracking (Cont.)



General Assembly of Maryland

Executive Branch | Judicial Branch

Home Hearing Schedule Legislation by Session Budget Statutes Legislators Committees Publications Floor Proceedings Legislative Services

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During the 2019 legislative session, the Maryland General Assembly will evaluate Legislative Bond Initiatives introduced by members of the House and Senate for inclusion in the Capital Budget Bill. The report below indicates the status of Legislative Bond Initiatives that have been read across in each chamber and officially introduced for consideration in the 2019 session. This report will be updated to reflect funding decisions as they are made by the House and Senate during the capital budget process. Please be aware the funding decisions are subject to change through any final action by the capital budget conference committee. All final funding decisions will be reflected in this report following the actions of the conference committee. The "total" column on the right indicates the total amount of funding approved for each project in the Capital Budget Bill, including any funding provided in the miscellaneous grant or other capital grant programs.

2019 Bond Initiatives Funding

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Record(s) Found: 255

Project Name	Status	House Sponsors	Senate Sponsors	County	Amount Requested	House Initiative	Senate Initiative	Other Funding	Total Funding
CASA Centers Technology Upgrades 📄	Introduced	Fisher, W. Ivey Fennell	Lee	Statewide	\$250,000			\$125,000	\$125,000
Frostburg Municipal Center 📄	Introduced	Allegany County Delegation	Edwards	Allegany	\$450,000		\$100,000	\$100,000	\$200,000
Greenway Avenue Stadium 📄	Introduced	Allegany County Delegation	Edwards	Allegany	\$150,000				\$0
Western Maryland Works 📄	Introduced	Allegany County Delegation	Edwards	Allegany	\$400,000		\$60,000	\$300,000	\$360,000

LBI Schedule

- The Bill Request Guarantee Date and Bill Introduction Dates apply to LBIs
 - **Request Guarantee Date (14th Day):** All LBIs requested by the Guarantee Date will be prepared and delivered in time to meet the Introduction Date
 - **Introduction Date (27th Day for Senate; 31st Day for House):** All LBIs introduced after the Introduction Date will be referred to the Rules Committee
- **March**
 - Budget committees hold hearings on LBIs (LBI Saturday)
- **Late March/Early April**
 - Budget committees vote on LBIs. Approved LBIs are amended into the capital budget bill
- **Mid-April**
 - Both chambers vote on the capital budget bill and final package of LBIs
- **June 1**
 - Effective date for LBIs